

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL (INCLUDING CIVIL SERVICE AND HUMAN RESOURCES)

DATE: JULY 9, 2008

COMMITTEE MEMBERS PRESENT:

SUPERVISORS THOMAS
STEC
SOKOL
TESSIER

COMMITTEE MEMBERS ABSENT:

SUPERVISORS KENNY
HASKELL
BELDEN

OTHERS PRESENT:

FREDERICK MONROE, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ATTORNEY
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE AND FISCAL
SERVICES
JOANN MCKINSTRY, DEPUTY COMMISSIONER OF ADMINISTRATIVE AND
FISCAL SERVICES
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS BENTLEY
SHEEHAN
VANNESS
RICHARD KELLY, PERSONNEL OFFICER
TODD LUNT, DIRECTOR, HUMAN RESOURCES
PATRICIA AUER, DIRECTOR, PUBLIC HEALTH
SHEILA WEAVER, COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES
ROBERT SWAN, UNDERSHERIFF
MARY BETH CASEY, COMMISSIONER, BOARD OF ELECTIONS
WILLIAM MONTFORT, COMMISSIONER, BOARD OF ELECTIONS
ROBERT IUSI, DIRECTOR, PROBATION
AMANDA ALLEN, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Thomas called the meeting of the Personnel Committee to order at 9:28 a.m.

Note: Until Mr. Tessier entered the meeting at 9:38 a.m., Chairman Monroe served as a Committee member to meet the necessary quorum.

Motion was made by Mr. Sokol, seconded by Mr. Stec and carried unanimously to approve the minutes of the June 11, 2008 Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Personnel Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Commencing the Agenda review, Mr. Thomas apprised that Item 1A was a referral from the Support Services Committee, Board of Elections, requesting the creation of two new positions entitled Voting Systems Support Specialist, at a rate of \$17.50 per hour; thereby amending the Department's Table of Organization.

Motion was made by Mr. Stec, seconded by Mr. Sokol and carried unanimously to approve Item 1A as outlined above.

Mr. Thomas advised that Items 1A and 1B consisted of referrals from the Support Services Committee, Clerk of the Board, which he listed as follows:

- 1A) Request to fill the vacant position of Senior Legislative Office Specialist, base salary of \$33,000, Employee No. 10980, due to resignation;

- 1B) Request to fill the vacant position of Legislative Office Specialist, base salary of \$30,667, Employee No. 11263, due to promotion.

Motion was made by Mr. Stec, seconded by Mr. Sokol and carried unanimously to approve Items 2A and 2B, as outlined above.

Mr. Thomas noted that Item 1D was a referral from the Support Services Committee, Weights & Measures, requesting permission to recognize Herb Levin, Director of Weights and Measures, with the Employee Suggestion Award in the amount of \$100, based on his suggestion to switch from high octane fuel to regular fuel, as a cost savings measure for the County.

Motion was made by Mr. Sokol, seconded by Mr. Stec and carried unanimously to approve Item 1D as outlined above.

Mr. Thomas advised that Items 2A, B and C consisted of referrals from the Criminal Justice Committee, District Attorney, which he listed as follows:

- 2A) Request for Justine Cording, Legal Assistant, to enroll in two job related courses at SUNY Plattsburgh entitled "Spanish 101" from January 2008 through May 2008 at a cost of \$562.13; and "Sociology of Law" from January 21, 2008 through May 9, 2008 at a cost of \$543.75;
- 2B) Request for Nancy Harrison, Senior Typist, to enroll in a job related course at Empire State College entitled "Constitutional Criminal Procedure" from March 10, 2008 through May 18, 2008 at a cost of \$362;
- 2C) Request for Paulette Hayes, Typist, to enroll in a job related course at Adirondack Community College entitled "Juvenile Crime and Delinquency" from September 3, 2008 through December 12, 2008 at a cost of \$393.

Motion was made by Mr. Sokol, seconded by Mr. Stec and carried unanimously to approve Items 2A, B and C as outlined above.

Mr. Thomas stated that Item 2D was also a referral from the Criminal Justice Committee, District Attorney, and requested reclassification of the position of part-time Word Processing Operator, base salary of \$19,769 to full-time Word Processing Operator, base salary of \$26,358, Employee No. 9263; thereby amending the Department's Table of Organization.

Motion was made by Mr. Stec, seconded by Mr. Sokol and carried unanimously to approve Item 2D as outlined above.

Mr. Thomas noted that Items 2E and 2F were referrals from the Criminal Justice Committee, Probation, which he outlined as follows:

- 2E) Request to fill the part-time position of Probation Assistant, base salary of \$14,516, Employee No. 11458, due to resignation;
- 2F) Request to fill the position of Probation Officer, base salary of \$38,978, Grade 19, Employee No. 10307,

due to resignation.

Motion was made by Mr. Sokol, seconded by Mr. Stec and carried unanimously to approve Items 2E and 2F as outlined above.

Item 3, Mr. Thomas apprised, was a referral from the Public Safety Committee, Sheriff & Communications, requesting an increase in the base salary of the Undersheriff, Employee No. 1921, from the former base salary of \$78,143 to the current base salary of \$84,143; thereby amending the Department's Table of Organization.

Mr. VanNess advised the Committee that the increase had been requested in order to legally compensate the employee for the longevity pay lost when taking this position. Mr. Monroe noted that a \$6,000 increase had been requested when the maximum longevity pay per employee was actually \$5,700. He said that taking this limit into consideration, the increased base salary should actually be \$83,843.

Motion was made by Mr. Stec, seconded by Mr. Sokol and carried unanimously to increase the base salary of the Undersheriff, Employee No. 1921, from \$78,143 to \$83,843 as outlined above.

Mr. Thomas stated that Items 4A, 4B and 4C consisted of referrals from the Social Services Committee, which he outlined as follows:

- 4A) Request to fill the vacant position of Typist/Keyboard Specialist, base salary of \$22,988, Grade 3, Employee No. 9132, due to promotion;
- 4B) Request to reclassify the position of Senior Support Investigator, base salary of \$31,351, Grade 11 and deleting the position of Supervising Support Investigator, base salary of \$34,564, Grade 15, Employee No. 6736, effective June 26, 2008; thereby amending the Department's Table of Organization;
- 4C) Request to reclassify the position of Senior Social Welfare Examiner, base salary of \$32,812, Grade 13 and deleting the position of Head Social Welfare Examiner, base salary of \$45,763, Employee No. 1269, effective June 26, 2008; thereby amending the Department's Table of Organization.

Motion was made by Mr. Sokol, seconded by Mr. Stec and carried unanimously to approve Item 4A as outlined above.

Motion was made by Mr. Stec, seconded by Mr. Sokol and carried unanimously to approve Items 4B and 4C as outlined above.

Items 5A and 5B, Mr. Thomas announced, consisted of referrals from the Tourism Committee, which he outlined as follows:

- 5A) Request to reclassify the position of Tourism Specialist, base salary of \$24,059, Grade 4 and deleting the position of Senior Tourism Specialist, base salary of \$32,234, Employee No. 5460, effective July 21, 2008; thereby amending the Department's Table of Organization;
- 5B) Request to fill the vacant position of Tourism Specialist, base salary of \$24,059.

Motion was made by Mr. Sokol, seconded by Mr. Stec and carried unanimously to approve Item 5A as outlined above.

Motion was made by Mr. Stec, seconded by Mr. Sokol and carried unanimously to approve Item 5B as outlined above.

Mr. Tessier entered the meeting at 9:38 a.m.

Mr. Thomas advised that Items 6A and 6B consisted of referrals from the Health Services Committee, Health Services. He explained that Item 6A included a request to authorize Patricia Belden, Public Health Nurse, to enroll in job related courses at Albany School of Public Health. Mr. Thomas added that Ms. Belden had received a full scholarship for the courses and was only requesting reimbursement for the necessary books.

Motion was made by Mr. Sokol, seconded by Mr. Stec and carried unanimously to approve Item 6A as outlined above.

Item 6B, Mr. Thomas noted, included a request to fill the vacant position of Early Intervention Services Coordinator, base salary of \$38,133, Grade 18, prorated to part-time salary of \$30,128, 30 hours per week, Employee No. 9067, due to retirement.

Motion was made by Mr. Stec, seconded by Mr. Tessier and carried unanimously to approve Item 6B as outlined above.

Mr. Thomas stated that Item 6C included a referral from the Health Services Committee, Countryside Adult Home, in the form of a request to fill the vacant position of Building Maintenance Mechanic, base salary of \$32,812, Grade 13, Employee No. 10544, due to resignation.

Motion was made by Mr. Sokol, seconded by Mr. Stec and carried unanimously to approve Item 6C as outlined above.

Agenda Item 7, Mr. Thomas advised, consisted of a referral from the County Clerk-DMV Committee which requested permission for Ann Corkins, Senior Account Clerk, to enroll in a job related course at Adirondack Community College entitled "Financial Accounting" from January 22, 2008 through May 9, 2008 at a cost of \$427.75.

Hal Payne, Commissioner of Administrative & Fiscal Services, noted that although Committee approval was supposed to be sought prior to enrolling in job related courses, it had become an increasingly prevalent practice for Department Heads to seek permission subsequent to the completion of the courses. He noted, this particular request might have been of some interest to the Committee as the schooling had been attended by a provisional County employee whose position was subject to Civil Service testing. Mr. Payne stated that the Committee may not have approved the request if it had been presented prior to the course as the employee was not considered permanent.

Mr. Stec said that although he agreed that it should be made very clear to all Department Heads that permissions

were to be sought prior to attending work related courses, the present request should be approved. Mr. Payne advised that he intended to address this issue at the next Department Head meeting.

Motion was made by Mr. Stec, seconded by Mr. Tessier and carried unanimously to approve Item 7 as outlined above.

Concluding the Agenda review, Mr. Thomas apprised that Todd Lunt, Director of Human Resources, had requested permission to address the Committee regarding the amendment of Resolution No. 744 of 2007 to correct verbiage therein.

Mr. Lunt stated that Section 2 of Resolution No. 744 of 2007, which pertained to the eligibility of employees and retired employees to participate in the Warren County insurance plan, listed conditions that must be met in order to qualify for coverage. He said that the verbiage included in this section stated that "if *any* of the following conditions apply", which it should have read "if *all* of the following conditions apply". Mr. Lunt said that in speaking with Paul Dusek, County Attorney, regarding the matter, he had been advised that a request to amend the resolution should be pursued in order to correct this verbiage.

Motion was made by Mr. Stec, seconded by Mr. Tessier and carried unanimously to approve the request to amend Resolution No. 744 of 2007 as outlined above and the necessary resolution was authorized for the July 18th Board meeting. *A copy of the request is on file with the minutes.*

There being no further business to come before the Committee, on motion made by Mr. Sokol and seconded by Mr. Stec, Mr. Thomas adjourned the meeting at 9:43 a.m.

Respectfully submitted,
Amanda Allen, Sr. Legislative Office Specialist